

Office of the Circuit Executive  
United States Courts  
for the  
District of Columbia Circuit

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Room 4826  
E. Barrett Prettyman United States Courthouse  
333 Constitution Avenue, N.W.  
Washington, D.C. 20001

**POSITION VACANCY ANNOUNCEMENT**

**Space and Facilities Specialist**

**CL-27 (Salary Range: \$35,463 - 57,686)**

**CL-28 (Salary Range: \$42,521 - 69,109)**

**CL-29 (Salary Range: \$50,566 - 82,180)**

The Office of the Circuit Executive has an immediate job opening for a **Space and Facilities Specialist** to assist in assessing both the immediate and long-range space needs of the Circuit, make recommendations about priority needs, and develop plans to accommodate such needs. The incumbent oversees major space and facilities construction projects in the courthouse. Acting as troubleshooter for the circuit and court offices undergoing renovation, the Space and Facilities Specialist ensures that all construction specifications are met and oversees day-to-day building management functions, ensuring that mechanical, cleaning, and other services are provided by GSA as required. The incumbent oversees work and services provided by contractors, including cafeteria and catering services and off-site parking. The incumbent also serves as liaison with the U.S. Marshals Service with respect to physical security operations for the D.C. Circuit.

The position requires knowledge of the principles, practices and techniques of building construction; space planning and design; facilities maintenance, operation, and repair services; project management and contract oversight. The position requires the ability to prepare space and construction drawings. Knowledge of federal law, regulations and policies, including familiarity with the *U.S. Courts Design Guide*, is desirable. Experience in developing and maintaining financial and other records and systems to control the use of funds, verify charges for reimbursable services, estimate future requirements, and evaluate the use of resources is also desirable. Excellent ability to communicate both orally and in writing is essential. Knowledge of the functions and processes of the federal courts is desirable.

Salary is set commensurate with experience and qualifications.

**To Apply:** Send/fax a resume and writing sample to Circuit Executive's Office, Room 4826, 333 Constitution Avenue, NW, Washington, DC 20001 or fax: (202) 273-0331.

**Closing Date:** This position is open until filled.

